



CITY OF BRAWLEY

JOB ANNOUNCEMENT

DEPARTMENT: Parks & Recreation

POSITIONS: Lifeguards
Water Safety Instructors (WSI) Lifeguards
Head Lifeguard
Pool Manager
Pool Cashier

SALARY: Depends on position

EXAM TYPE: Oral Interview

DUTIES: See job description

**MINIMUM
QUALIFICATIONS:** See job description

APPLY TO: Submit your application to:
Personnel – City Administration Offices
383 Main Street
Brawley, CA 92227
(760) 351-3057

APPLY BY: Lifeguards – open until filled
Pool Cashiers - April 30, 2018
Pool Manager – May 7, 2018

(04/12/2018)



CITY OF BRAWLEY

CLASS TITLE: Lifeguard – Parks and Recreation Department

BASIC FUNCTION:

Under the direction of the Parks and Recreation Coordinator and/or Pool Manager, the lifeguard will ensure safety of all swimmers.

REPRESENTATIVE DUTIES:

- Supervise and ensure the well being of the general public at all times while they are at the pool complex
- Enforces all pool rules.
- Responsible for assigned area that includes swimmers actions in and out of the water
- Be prepared to administer lifesaving techniques if needed
- Responsible for maintaining and cleaning pool area
- Assist with testing of pool water

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

- Knowledge of public pools
- Knowledge of basic cash handling
- Knowledge of lifesaving practices for public pools
- Ability to work irregular hours, including evenings, weekends and holidays
- Ability to work with the public in a courteous, harmonious and cooperative manner.
- Ability to be punctual, dependable and to receive and carry out instructions
- Acts as pool cashier if one is unavailable for a certain shift

EDUCATION AND EXPERIENCE:

- 15 years of age at time of employment (Must have a valid work permit)
- Current American Red Cross Lifeguard Training Certificate
- Current Community CPR and Standard First Aid Certificate

WORKING CONDITIONS:

ENVIRONMENT:

- Required to work outdoors in extreme heat

PHYSICAL DEMANDS

- Required to stand or walk for extended periods
- Required to interact with a variety of people
- May be required to bend, stoop, kneel, crawl or crouch
- May occasionally lift and/or move up to 15 pounds



CITY OF BRAWLEY

CLASS TITLE: Pool Manager – Parks and Recreation Department

BASIC FUNCTION:

Under the direction of the Recreation Coordinator, the Pool Manager is responsible for supervising all pool staff, prepared to administer lifesaving techniques if needed and responsible for maintaining and cleaning pool area.

REPRESENTATIVE DUTIES:

- Supervise and ensure well being of the general public at all times while at the pool complex
- Responsible for a clean and sanitary pool area for the general public
- Responsible for the collection of all revenues from the pool cashiers
- Responsible for assigning and posting daily duties of all lifeguards
- Responsible for requesting supplies
- Responsible for collecting time sheets and verifying all hours reported
- Testing pool water; checking chlorination and filtration equipment and logging gauge readings on the operation log
- Enforces all pool rules
- Be prepared to administer lifesaving techniques if needed

KNOWLEDGE AND ABILITIES

- Knowledge of public pools
- Knowledge of basic cash handling
- Knowledge of lifesaving practices for public pools
- Ability to work with the supervisors, employees, and the general public in a courteous, harmonious and cooperative manner
- Ability to work irregular hours, including evenings, weekends, and holidays
- Ability to be punctual, dependable, and to receive and carry out instructions

EDUCATION AND EXPERIENCE

- 18 years of age or older
- Current American Red Cross Lifeguard Training, Water Safety Instructor Certification. Community CPR and Standard First Aide Certificate desired.
- Supervisory experience desired but not required.

WORKING CONDITIONS

ENVIRONMENT:

- Required to work outdoors in extreme heat

PHYSICAL DEMANDS

- Required to stand or walk for extended periods
- Required to interact with a variety of people
- May be required to bend, stoop, kneel, crawl or crouch
- May occasionally lift and/or move up to 15 pounds



CITY OF BRAWLEY

CLASS TITLE: Pool Cashier – Parks and Recreation Department

BASIC FUNCTION:

Under the direction of the Recreation Coordinator and Pool Manager, the cashier is assigned to work in cooperation with the pool staff in duties relative to the business and operation of the pool.

REPRESENTATIVE DUTIES

- Responsible for the collection of money for pool admission
- Responsible for writing daily cash reports
- Responsible for the neatness and orderliness of the baggage area
- Responsible to receive, count, verify, report and deliver all monies received at the pool to the Pool Manager
- Responsible for the maintenance around the cashier's booth and locker rooms
- Answer pool phone
- Answer questions and give information about aquatics programs

OTHER DUTIES

Perform related duties as assigned

KNOWLEDGE AND ABILITIES

- Knowledge of basic cash handling
- Knowledge of keeping items in order as they are checked into the baggage area
- Ability to work irregular hours, including evenings, weekends, and holidays
- Ability to work with the general public in a courteous, harmonious and cooperative manner
- Ability to be punctual dependable and to receive and carry out instructions

EDUCATION

- 16 years of age at time of employment (Must have a valid work permit)
- Experience in counting, verifying and depositing money.
- Experience in customer relations desired.

WORKING CONDITIONS

ENVIROMENT

- Required to work outdoors in extreme heat

PHYSICAL DEMANDS

- Required to stand or walk for extended periods
- Required to interact with a variety of people
- May be required to bend, stoop, kneel, crawl or crouch
- May occasionally lift and/or move up to 15 pounds